

WALLOPS FLIGHT FACILITY PARTNERSHIP CHARTER

1.0 INTRODUCTION

The Wallops Flight Facility Partnership (hereinafter referred to as "the Partnership") has been established to address the interests of all activities and organizations utilizing Wallops resources and services. While membership in the Partnership will be limited as described in this Charter, it is incumbent on the Partnership to establish operating policies and guidelines which will ensure successful mission accomplishment for all users.

2.0 JOINT VISION

The Wallops Flight Facility is a multi-agency national resource which makes effective use of its unique facilities and expertise to achieve the scientific, national defense, economic, and educational objectives of the United States. This partnership will integrate the requirements and leverage the capabilities of federal and state agencies, industry, and academia.

3.0 JOINT MISSION

The mission of the Partnership is to set policies and implement plans to accomplish the following objectives:

- Sustain and promote Wallops Flight Facility as a multi-agency national resource
- Facilitate execution of individual agency missions
- Jointly establish shared services such that they effectively and efficiently support all agencies' missions
- Ensure equitable distribution of business costs
- Develop new business at Wallops Flight Facility which is consistent with the vision and mission of the Partnership

4.0 RELATIONSHIPS WITHIN THE PARTNERSHIP

The working relationships among each organization and activity using Wallops infrastructure, resources, and services will be delineated in formal agreements. These will include Interagency Agreements, Memoranda of Understanding, Letters of Commitment, and other agreements.

5.0 PARTNERSHIP STRUCTURE

There are three broad categories of organizations who utilize Wallops services and resources. The first includes those with long-term operational and institutional commitment to Wallops (Senior Partners). The second includes those with long-term operational interest in Wallops (Associate Partners). The third includes those with shortterm operational interest in Wallops (Users).

The Partnership structure contains two tiers, an Executive Council and a Board of Directors. This structure is intended to assure that the long-term strategic interests of Wallops Flight Facility are pursued, as well as routine issues requiring cooperation among involved organizations.

5.1 Executive Council

5.1.1 Function

The primary function of the Executive Council is to provide a high-level vision for Wallops that is consistent with national policy and federal budget guidelines. The Council will provide guidance which ensures that Wallops maintains its position as a national resource.

5.1.2 Membership

The Executive Council membership is composed of top level executives representing: Director, Goddard Space Flight Center (GSFC)-Chair Director, Program Integration Division, NASA Headquarters Program Executive Officer, Surface Combatants/AEGIS Program Commander, Naval Surface Warfare Center Chairman of the Board of Directors, Virginia Commercial Space Flight Authority

Other representatives may be added to the Executive Council by joint agreement of the members.

5.1.3 Meetings

The Executive Council will meet annually with ad hoc meetings convened whenever warranted. The time and location of meetings will be coordinated by the Chair.

5.2 Board of Directors

5.2.1 Board of Directors Structure

The Board of Directors will be composed of two levels of membership, Senior Partners and Associate Partners.

5.2.2 Function

The functions of the Board of Directors (Senior and Associate Partners) include:

- Develop strategies and plans for implementing the Partnership Vision and Mission, and the guidance provided by the Executive Council
- Exchange information of joint interest
- Formulate recommended actions
- Charter standing committees and working groups
- Represent the interests of their sponsoring organizations, as well as their Users
- Reconcile conflicts

Additionally, the functions of the Senior Partners include:

- Provide policy guidance
- Make decisions in which the Associate Partners could not reach consensus or that require high level authority

5.2.3 Membership

The Senior Partners will be composed of the following representatives:

NASA GSFC's Center Director Representative*
NASA GSFC's Director of Suborbital Projects and Operations
Senior Officer Present, Eastern Shore, Virginia
Virginia Space Center Executive Director

* Chair/Managing Partner

Associate Partners will include a representative from the following organizations:

GSFC's Suborbital Projects and Operations Directorate
GSFC's Management Operations Directorate
AEGIS Combat Systems Center
Naval Surface Warfare Center
Naval Air Warfare Center/Aircraft Division
Virginia Space Flight Center
National Oceanographic and Atmospheric Administration U. S. Coast Guard

A change in the membership of the Senior Partners or the Associate Partners may be made as a result of a formal request and with the agreement of the Senior Partners.

5.2.4 Meetings

The Board of Directors will normally meet bi-monthly. Ad hoc meetings may be called by the Chair at the request of a Board member. Users and other interested parties are encouraged to attend meetings. A Secretariat will be appointed by the Senior Partners to set meeting agendas, coordinate logistics, and publish meeting minutes.

5.2.5 Voting

The Board of Directors shall attempt to resolve issues through consensus. When consensus cannot be reached, the full Board may conduct non-binding votes in order to provide insight for the Senior Partners. Voting has no binding effect on individual agency prerogatives or resources. Each agency bears the ultimate responsibility for execution of its mission and the assignment of resources in pursuit of that mission.

The Senior Partners will attempt to reconcile unresolved issues through consensus. Should the Senior Partners be unable to reach consensus, the Managing Partner shall determine a resolution.

5.3 Subcommittees

The Board may establish subcommittees (Standing Committees and Working Groups) as needed to address issues raised during Board meetings.

5.3.1 Standing Conunittee

The primary function of a Standing Committee is to address issues requiring continuing attention. Standing Committees will be established and disestablished by the Board, which will also set the charter for each committee and assign a Chair. Standing Committees will generally address areas of known interest to multiple partners. The following are examples of Standing Committees:

Frequency Coordination Committee
Environmental Protection Coordination Committee
Range Interface Coordinating Committee

5.3.2 Working Groups

The primary function of Working Groups will be to address specific, nonrecurring issues. Working Groups will be established and disestablished by the Board, which will also set the charter for each committee and assign a Chair. Examples of potential Working Groups include:

Launch Range Scheduling Process Working Group Cost Sharing Working Group

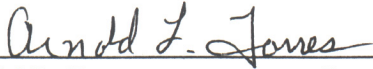
6.0 RATIFICATION AND AMENDMENT


Ratification of this charter requires unanimous affirmation by the members of the Executive Council. Said affirmation is indicated by the act of signing and dating this document. This charter and all its provisions shall be in effect as of the date of the final signature hereto.


7.0 RESIGNATION FROM PARTNERSHIP

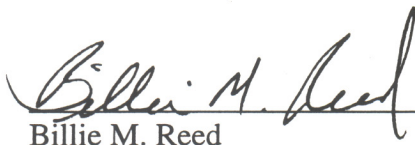
Any member who wishes to resign from the partnership must do so via letter to the Senior Partners.

RECOMMENDED:

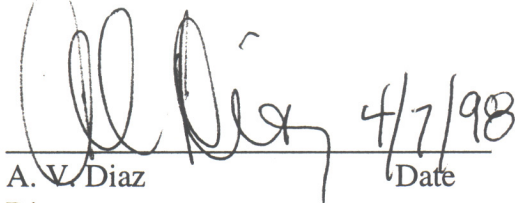

Arnold L. Torres Date
Director of Suborbital Projects and
Operations



CDR Richard W. White Date
Senior Officer Present
Eastern Shore, Virginia



Judith N. Bruner Date
Goddard Space Flight Center

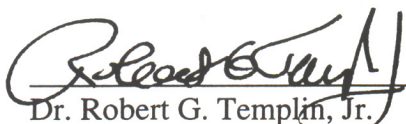

Billie M. Reed Date
Executive Director
Virginia Space Flight Center

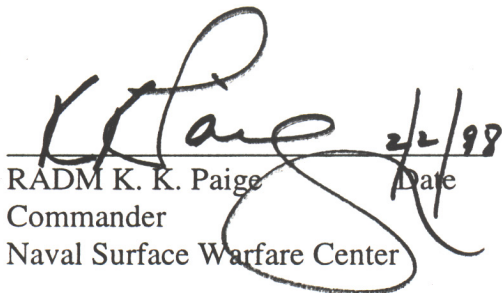
APPROVAL:


A. V. Diaz Date
Director
Goddard Space Flight Center


RADM George A. Huchting Date
Program Executive Officer
Surface Combatants/AEGIS Program


Douglas R. Norton Date
Director, Program Integration Division
Office of Earth Science
Headquarters


Dr. Robert G. Templin, Jr. Date
Chairman, Virginia Commercial Space
Flight Authority Board of Directors


RADM K. K. Paige Date
Commander
Naval Surface Warfare Center